



Meet Well Pledge Template Instruction Sheet

The *Meet Well Pledge Template* (Template) is a tool for County of San Diego employees to **voluntarily** align their workplace environment with the vision of *Live Well San Diego*.

The Template identifies five major areas in which your worksite can live well and improve the culture within: food and beverages, environmental sustainability, physical activity, tobacco-free environments, and lactation accommodations. With the input of your team, you can use the Template to set guidelines for internal and external meetings, trainings, and events. Many of the proposed strategies may be new to your team.

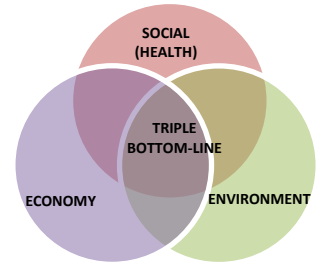
The *Meet Well Pledge* is an initiative of the *Live Well San Diego* Food System Initiative and County of San Diego Wellness Program. *Meet Well Pledges* will help inform the meeting and event section of the *Eat Well Practices*, comprehensive standards for all foods and beverages offered by the County—an objective of the 2015-2017 County of San Diego Operational Plan.

Meet Well Pledges are not intended to dictate what individual staff members eat or bring into the office for personal consumption, rather a **voluntary** effort to support healthier County worksites where everyone can work healthy, safe, and thrive.

Instructions: Identify a point person in your branch, department, or unit to guide the process outlined below.
(The *Meet Well Pledge* point person or lead will oversee the tailoring and implementation of the Pledge, and ensure employee input was gathered in its making.)

1. Recruit volunteers at your branch, department, or unit interested in tailoring or enhancing the Pledge Template.
2. Meet with branch, department, or unit volunteers to review the Template and create a worksite-specific Pledge.
 - Suggested meeting activities:
 - Discuss actions your branch, department, or unit are taking or could take to further the vision of *Live Well San Diego* at work.
 - Identify or adapt recommended Template strategies your branch, department, or unit can commit to implement. Some strategies may require a phased in process and/or education to implement fully.
 - Write any team suggested strategies on the blank lines. Additional lines can be added.
 - Remove strategies your worksite cannot commit to at this time.
 - Discuss resources/activities needed to encourage employee implementation of the Pledge.
3. Present the draft Pledge to your branch, department, or unit for feedback, edits, and approval. Address support available to encourage employee implementation.
4. Send the Pledge to all branch, department, or unit employees, post in a visible area, and remind employees of their Pledge when planning internal and external meetings, trainings, and events. Encourage them to do their part in fulfilling the Pledge.
5. Submit the final *Meet Well Pledge* to Meghan Murphy, Food Systems Specialist, at Meghan.Murphy@sdcounty.ca.gov.

The *Live Well San Diego* Food System Initiative in partnership with the County of San Diego Wellness Program will showcase all *Meet Well Pledges* on the *Live Well San Diego* web site in the near future. Best practice examples will receive special recognition and be promoted throughout the County. For implementation resources, visit the [Eat Well Practices](#) or the [Wellness Program](#) Websites.



Eat Well Practices

The *Eat Well Practices* will strive to promote healthy, sustainable food and beverage options at the County of San Diego. Sustainable foods are those that positively support the triple bottom-line: social (health), the environment, and the economy.



Meet Well Pledge Template

Instruction Sheet

The [Insert unit name here] is committed to aligning its internal day-to-day operations and workplace environment with the vision of *Live Well San Diego*. The *Meet Well* Pledge intends to assist [Insert unit name here] staff in modeling healthy, sustainable choices. The *Meet Well* Pledge applies to all **internal and external meetings, trainings, and events**, but does not dictate what individual staff members eat or bring into the office for personal consumption. By adhering to the *Meet Well* Pledge, [Insert unit name here] can truly live well and improve the culture within.

Provide HEALTHY food and beverage options:

- Provide culturally and dietary appropriate foods and beverages.
- Provide access to water. Do not provide or offer sugar sweetened beverages. If other beverages are offered, provide only healthy options (e.g., water, seltzer water, unsweetened teas, 100% juice, unsweetened milk alternatives, non-fat and low-fat milk).
- Offer plant-based or vegetarian option(s) whenever food, including entrees, is served.
- Offer whole grains, fruits, vegetables, and other minimally processed, nutrient dense foods.
- Avoid foods and beverages, including condiments and salad dressings, containing processed sugars, high sodium content, refined grains, and saturated/trans-fats (e.g., partially hydrogenated oils). Offer condiments and dressings on the side.
- Offer reasonable portion sizes and appropriately sized service ware.
- _____

Make FOOD SAFETY an integral part of your event and prevent foodborne illness:

- Prevent food from contamination by washing hands before handling food.
- Provide lids and covers for open food and enough clean utensils to serve food.
- Keep perishable foods hot or refrigerated until ready to serve.
- Plan to serve only what will be eaten. Retain cold temperature (ice) for cold items and hot temperature for hot items. Consume or properly store all food items within two hours of removal from refrigeration or a heating source; discard after four hours.*
- _____

Conduct GREEN AND ZERO WASTE MEETINGS:

Foods and beverages

- Purchase local and sustainable foods and beverages.
- In support of the County’s Strategic Plan to Reduce Waste reduce food waste and reuse, giveaway, or donate leftover food. Chose to compost rather than disposing of in trash.
- Reduce packaging and packaging waste. Provide and/or encourage attendees to bring reusable food and beverage containers/serve ware. Use bulk containers for beverages; avoid single-use plastic bottles. Do not provide or use polystyrene (foam) products.
- Provide recycling and compostable food scrap bins.

Materials, etc.

- Provide electronic documents ahead of meeting and display on-screen to reduce the need for paper copies. If paper copies are needed, adhere to guidelines in Board Policy [B-67 \(Recycled Products Procurement\)](#).
- Host e-meetings or provide e-meeting options, when possible. [See Board Policy [C-27 \(Teleworking\)](#)]
- Choose meeting locations close to public transit and promote use of public transit.
- Encourage carpooling.
- _____

Be ACTIVE:

- Encourage public transportation and active commuting to meetings and events.
- Hold conveyings near public transportation and active communiting access.
- Offer a physical activity break every 90 minutes or host walking meetings.
- _____

Provide a TOBACCO-FREE ENVIRONMENT at all times.

Provide designated, clean, secure, comfortable, and private LACTATION ACCOMMODATIONS at trainings, conferences, workshops, and other events.

*The County of San Diego supports zero waste policies and practices. Please take all possible preparations and precautions to minimize food loss at meetings, events, and trainings.